

## FOIA Appeal and Dispute Resolution Options

You have the right to file an administrative appeal in writing via regular U.S. mail or email. Your appeal should be received within ninety (90) calendar days from the date of this letter and it should explain why you believe this response does not meet the requirements of the Freedom of Information Act. Please address it to the Deputy Archivist of the United States (ND), National Archives and Records Administration, 8601 Adelphi Road, College Park, Maryland 20740. Both the letter and the envelope should be clearly marked "Freedom of Information Act Appeal." You may also submit your appeal to [FOIA@nara.gov](mailto:FOIA@nara.gov) also addressed to the Deputy Archivist. All correspondence should reference your internal case tracking number [FOIA CASE NUMBER].

If you would like to discuss our response and attempt to resolve your dispute before going through the appeals process, you may contact our Acting FOIA Public Liaison, Lynn Goodsell, for assistance at:

Accessioned Executive Branch Agency Records - Washington, DC Area  
FOIA requester Service Center telephone number: 301-837-3190  
FOIA Public Liaison (Acting): Lynn Goodsell  
8601 Adelphi Road, Room 5500  
College Park, MD 20740-6001  
E-mail address: [DC.FOIA.LIAISON@NARA.GOV](mailto:DC.FOIA.LIAISON@NARA.GOV)

Finally, the Office of Government Information Services (OGIS) offers mediation services to resolve disputes between FOIA requesters and Federal agencies as a non-exclusive alternative to administrative appeals. Using OGIS services does not affect your right to pursue an administrative appeal. The contact information for OGIS is as follows:

Office of Government Information Services  
National Archives and Records Administration  
Room 2510  
8601 Adelphi Road  
College Park, MD 20740-6001  
E-mail: [ogis@nara.gov](mailto:ogis@nara.gov)  
Telephone: [202-741-5770](tel:202-741-5770)  
Facsimile: [202-741-5769](tel:202-741-5769)  
Toll-free: [1-877-684-6448](tel:1-877-684-6448)